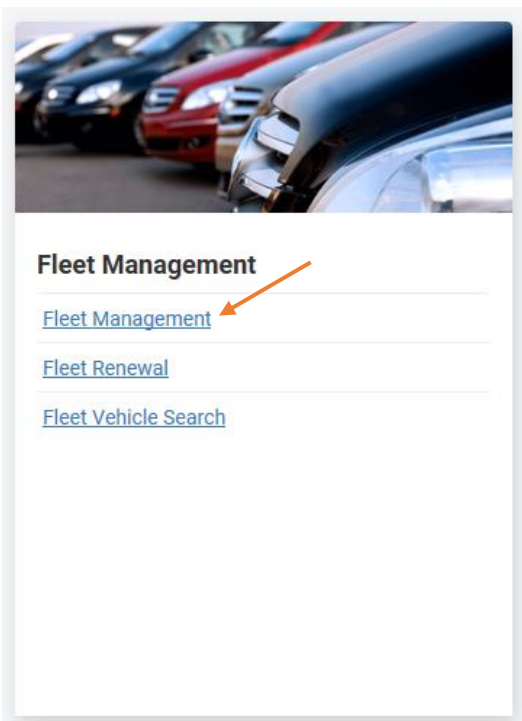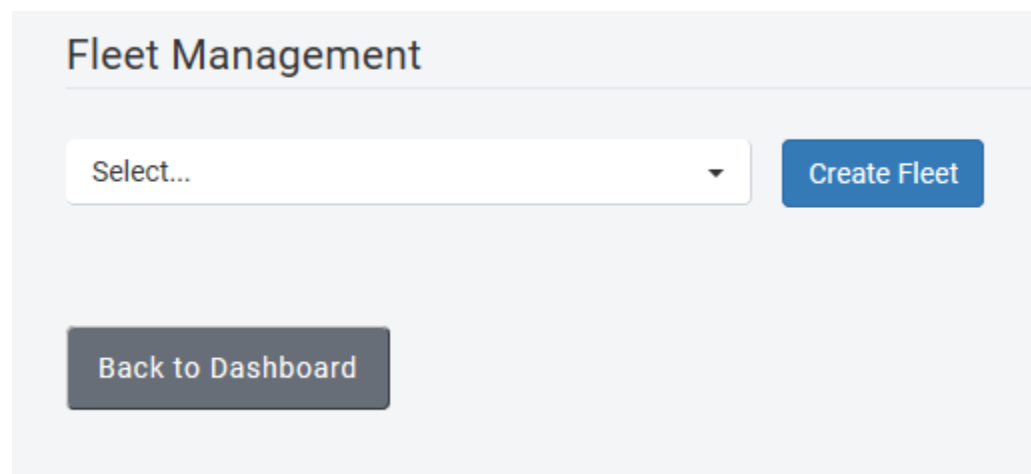## Dashboard Fleet Management:

Fleet management:

Clicking on fleet management will take you to a page with a drop down to select which fleet you would like to manage. You can also click on create fleet to create a brand new fleet or you can select back to dashboard and it will take you back to the main dashboard page.

As a user once you select a fleet to manage this is what you will see:

On this page you can do the following:

- Edit a vehicle
- Edit fleet information
- Delete a fleet
- Search within the fleet
- Move vehicles from one fleet to another
- Change which fleet you're managing
- Reprint Certificates of Registration
  - This action is only available for 14 days after initial renewal
- Reset Transactions
  - Transactions cannot be reset after 8pm the day the transaction was completed.
- Create a new fleet
  - Fleets cannot exceed more than 200 vehicles

Unclassified Fleet:

If you were enrolled in DOT's previous eMV Fleet program your fleets will automatically transfer over. You will also see a new fleet in the dropdown called Unclassified. This fleet holds all eligible vehicles currently titled and registered to the company that qualify to be in a fleet.

- You cannot renew or update the unit number and Vehicle Kept In (VKI) for vehicles in the unclassified fleet.
  - You must move vehicles to a different fleet to have the ability to do this.

Navigating the page:

Edit Fleet and Delete Fleet Buttons:
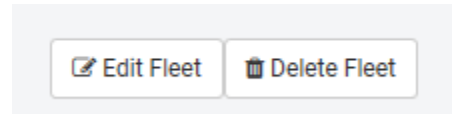
If you select Edit Fleet a box will pop up that will allow you to edit the fleet name, fleet contact(s), and fleet contact(s) information.

- A fleet name and a primary contact are required.
- Contact Name: field is limited to 60 characters or less
- Phone Number: field must contain exactly 10 numbers
- Email Address: must contain valid email format and limited to 250 characters or less
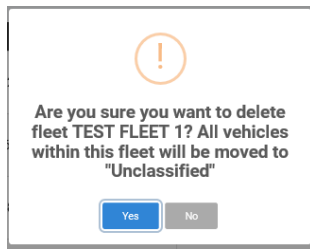
If you select delete fleet, it will delete the fleet out of your list and will move all vehicles within that fleet back into the unclassified list. Before the fleet is deleted you will get the below pop up.

Actions Edit:

Selecting the edit button next to the vehicle information allows you to not only view specific vehicle information but this also allows you to change or edit the Unit Number and the VKI.

- Unit numbers must be 10 characters or less and can only contain numbers and letters
- You cannot assign the same unit number to multiple vehicles within one fleet
- VKI must be provided
  - Vehicles must be either marked as kept out of state or populated with both a County and a City, Village, or Township it is kept in.

Edit Vehicle ✕

Unit Number ⓘ

[   ]

☐ Vehicle is kept out of state

County Kept In   Required   City/Village/Town Kept In   Required

[Dodge   ▾]   [▾]

VIN
PLATE NUMBER
PLATE TYPE HTK
EXPIRATION DATE 12/31/20
YEAR
MAKE
REGISTRATION TYPE HTK
PERIOD ANNUAL
GROSS WEIGHT 10000
COLOR

[Cancel]   [Save]

Search:

You can enter a Unit Number, VIN, Plate Number, and/or expiration date within the search box and it will find a specific vehicle within the fleet you are currently working in.

Fleet Management

[TEST FLEET 1   ▾]   [Create Fleet]

TEST FLEET 1 Inventory   [☑ Edit Fleet] [🗑 Delete Fleet]

[Search   ]   [Move selected to...   ▾]

☐ Select All	Unit Number	VIN	Plate Number	Expiration Date	Actions
☐	B2380			12/31/20	[✎ Edit]
☐	B2397			12/31/20	[✎ Edit]
☐	B2329			12/31/20	[✎ Edit]
☐	B2338			12/31/20	[✎ Edit]

[Back to Dashboard]

Move Selected to and Selecting Vehicles:

You can select specific vehicles on the left side of the page. You can select them individually or select all that are currently displaying on the page. After you have selected vehicles you can move them to a different fleet by selecting a fleet from the Move Selected to box.
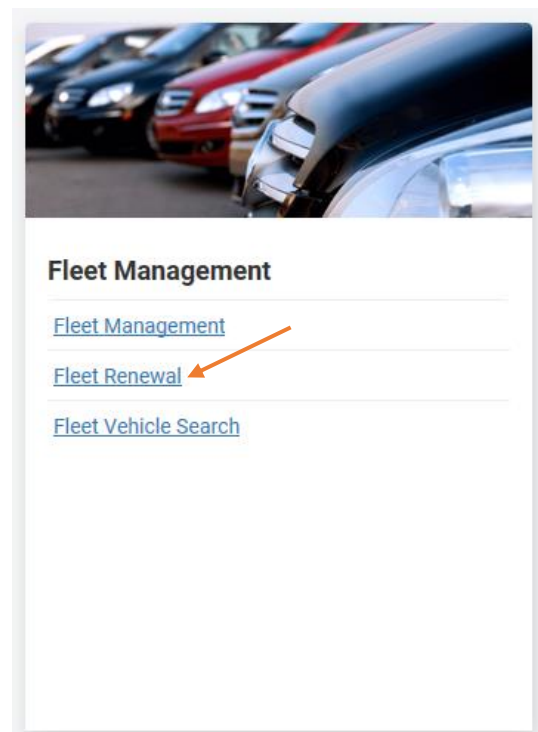

Fleet Renewal:

After selecting fleet renewal, you will get directed to a new page where you will select which fleet you will be renewing vehicles from.

        o   Remember: you cannot renew a vehicle that is currently in your unclassified fleet. If you have a vehicle in that fleet you must first move it to an existing fleet or create a new fleet before you can renew it.

After selecting which fleet, you want to renew vehicles in the system will do an automatic search of the fleet to see if any vehicles are eligible for renewal. If no vehicles are eligible for renewal the system will simply say "No Vehicles Found." If vehicles are found to renew the system will return a page similar to the image below.

Once you get to this point you can use the selection boxes on the left to select which vehicles you would like to renew, and on the right, you can select if you would like to replace the license plate while you are renewing.

- You can **ONLY** replace a license plate while you're renewing. You cannot request a replacement plate only.
- You cannot replace a personalized license plate with the fleet system. You can renew the license plate but you will have to request a replacement via mail. The Replace Plate check box will be grayed out.
- If a vehicle registration has an incident attached to it, a red triangle with an exclamation point in the middle will appear where the selection box is on the left and you will not be able to renew until the incident is cleared.
    - If a vehicle is required to have an emissions test done, the vehicle must pass the emissions test before renewal within the fleet system.

Non-Operation:

If the vehicle you select has been out of operation for one or more full registration period, you will be prompted to fill out a non-operation statement.

- If the vehicle has been continuously operated since last operation, select the box and the system will either calculate the proper registration fee or you may get an error if it has been too long and you will have to mail in or renew the vehicle through DMVs normal online registration renewal.
- If the vehicle has not been operated, you will have to enter the last date the vehicle was operated on public roadways and the first day the vehicle started operation again.
    - Operation start date cannot be a future date
- If you do not have a vehicle that requires this selection you will bypass this page

---

Fleet Renewal

‹ **Step 2 - Non-operational Statement**

VIN
UNIT NUMBER
PLATE NUMBER

Required

☐ Vehicle operated continuously since last expiration date

Last Date Operated   Required   Operation Start Date   Required

[📅]   [📅]

[Previous] [Next]

Periods to renew:

If you have a vehicle that is currently registered with Quarterly or Consecutive Monthly registration you will be prompted to select how many quarters or months you will be renewing for.

- o If you do not have a vehicle that requires this selection you will bypass this page
- o Quarterly registration must select at least 1 quarter or a maximum or 3 quarters for renewal
- o Consecutive Monthly registration must select at least 3 months or a maximum or 11 months for renewal

<table>
<tr><td colspan="6"><   **Step 3 - Periods To Renew**</td></tr>
<tr><td colspan="6">**Select Periods To Renew**</td></tr>
<tr><th>Unit Number</th><th>VIN</th><th>Plate Number</th><th>Expiration Date</th><th>Reg. Period</th><th>Renewal Periods</th></tr>
<tr><td></td><td></td><td></td><td>9/30/20</td><td>QUARTERLY</td><td>1 ▾</td></tr>
</table>

Previous   Next

Estimated Fees:

As a fleet user on this page you can review all actions taken within the fleet renewal process before submitting the vehicle(s) to be renewed.

- o The edit button on the left allows you to select if you really want to replace the license plate or not and if the vehicle qualifies for quarterly or consecutive monthly registration you can change the amount of quarters or months you originally selected.
  - ▪ By changing these selections, the Total due will change
- o The previous button will take you back to the previous page
- o You will see the fees due for each individual vehicle as well as a total due at the bottom of the page

<table>
<tr><td colspan="7"><   **Step 4 - Estimated Fees**</td></tr>
<tr><td colspan="7">**Renewing 1 Vehicles**</td></tr>
<tr><th>Actions</th><th>VIN</th><th>Plate Number</th><th>Plate Type</th><th>Reg. Period</th><th>Renewal Periods</th><th>Replace Plate</th><th>Fees</th></tr>
<tr><td>✎ Edit</td><td></td><td></td><td>HTK</td><td>QUARTERLY</td><td>2</td><td>No</td><td>$572.50</td></tr>
</table>

Total: $572.50

Previous   Renew

- Selecting the renew button on the bottom of the page will prompt a Certification of Renewal box to pop up.
  - Selecting cancel will take you back to the estimated fees page
  - Selecting yes will renew the vehicles

Certification of Renewal ✕

I certify that to the best of my knowledge the information and statements on this application are true and correct.

Cancel   Yes

Review Fleet Renewal:

The review fleet page allows you to view which vehicles successfully renewed.

- Under the Total icon there is an option to download certificate of registration(s)
  - If you renew one or multiple vehicles at once all you have to do is select the option to download certificate of registration. This will populate a pdf will the registration(s)

Fleet Renewal

‹ Step 5 - Review Fleet Renewal

Renewed Vehicles

VIN	Plate Number	Expiration Date	Replace Plate	Fee	Envelope Number	Message
		4/30/2021	No	$126.00		I137: Successfully renewed.
		4/30/2021	No	$120.00		I137: Successfully renewed.
		4/30/2021	No	$106.00		I137: Successfully renewed.
		4/30/2021	No	$106.00		I137: Successfully renewed.
		3/31/2021	No	$106.00		I137: Successfully renewed.

Total: $$564.00

⬇ Download Certificate of Registration

- If you forget to download the Certificates of Registration on this page you can always go back into fleet management and individually reprint the CofR's.
  - The reprint function is only available for 14 days after initial registration

Fleet Vehicle Search:
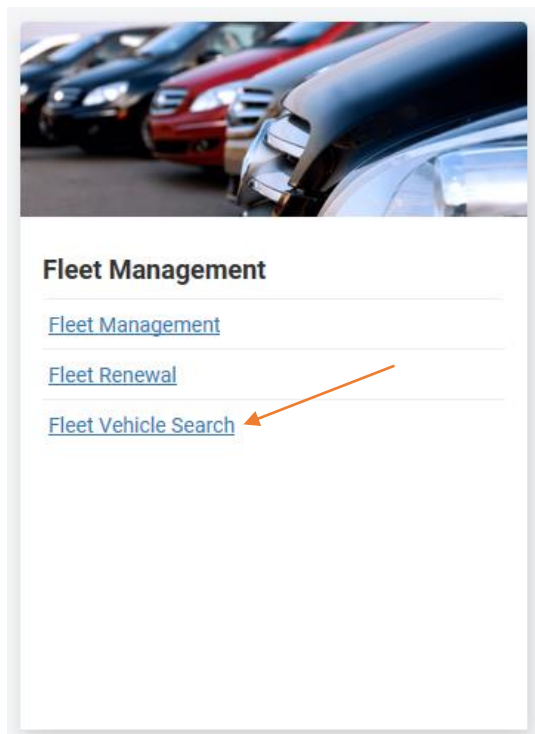
Fleet Vehicle search allows you to search for a vehicle within all of your fleets by VIN, Unit Number, or Plate Number and Plate Type.

- Within fleet vehicle search you also have the option to move vehicles to a different fleet

Fleet Vehicle Search

Search By   Required

| VIN | ▾ |

VIN   Required

[   ]

Search

Unit Number	VIN	Plate Number	Expiration Date	Fleet Name	Move to Fleet
			12/31/20	DECEMBER	Select... ▾

Back to Dashboard